



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of  
Public Instruction

CACFP CN# 007-09  
USDA# CACFP 05-2009

**MEMORANDUM**

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**TO:** Child and Adult Care Food Program Family Daycare Home Sponsors

**FROM:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services

Melissa Conner, Director  
Child and Adult Care Food Program

*Original Signed*

**DATE:** April 2, 2009

**SUBJECT:** Meal Disallowance Policies for Family Child Care Homes in Child and Adult Care Food Program (CACFP)

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The purpose of this memo is to provide clarification that family day care homes claiming CACFP reimbursement must comply with all program requirements, including meal pattern requirements, immediately upon commencing participation in the program.

USDA has discovered that some sponsoring organizations have established "grace periods" for new day care homes that are not meeting meal pattern or other requirements in the early months of participation. CACFP regulations do not provide for claiming grace periods to new homes that fail to serve reimbursable meals.

Although errors, such as serving meals with missing components, may not rise to the level of serious deficiency for new homes, the ineligible meals must always be disallowed. Both USDA and the Arizona Department of Education wish to emphasize the importance of training, early monitoring, and technical assistance to ensure that new providers are able to serve reimbursable meals that meet meal pattern requirements.

Updates to the Family Child Care Home Compliance Manual are being prepared to reflect this current USDA guidance.

Please contact your specialist if you have additional questions.